

THE ART OF CHAPERONING



The **Longmont Museum & Cultural Center** would like to thank teachers, parents, and other adults who take the time to accompany their children and students on a museum visit. We appreciate your time, and we believe that you play a key role in making the experience an enjoyable and educational one. Below is some information to help you prepare.

Overview of Tours and Programs at the Longmont Museum & Cultural Center

- Tours last between 40 minutes and 1 hour, 15 minutes depending on the tour.
- Tours are led by docents (tour guides) who are trained by Museum staff.
- Docent-led tours typically are organized around a central theme with learning goals and objectives.
- Tours are designed to be grade specific and to actively engage the students in the galleries and classrooms – they often include both discussion and student-driven discovery.
- Remember that your group will not be able to see the entire Museum during your visit, but we encourage everyone to come back and visit the Museum. General admission is free every day of the week. There are admission fees for some special exhibits.

Chaperone Responsibilities at the Museum

- Chaperones are responsible for helping keep their groups together while at the Museum.
- Chaperones support the learning and exploration taking place on the tour by assisting the docent or teacher when necessary.
- Chaperones support teachers and docents while providing additional supervision for the entire group of students, not just their child.
- Chaperones should be familiar with Museum Manners (see below).

Tips on How to be a Champion Chaperone!

- Keep an eye on all students in the group, not just your child.
- Silence your cell phone and refrain from texting or having conversations with one another during a guided tour.
- Pay attention to the docent leading the tour; listen for any instructions.
- Keep the group together; discourage stragglers.
- Refrain from attempting to redirect the pace or content of the tour.
- Encourage students to answer docents' questions; please do not answer them yourself.
- Encourage students to not talk during the presentation when the docent or teacher is talking.
- Take an active role to encourage enthusiasm and participation.

Museum Manners

Please see the back of this page.....

MUSEUM MANNERS FOR THE ENTIRE GROUP

- Please leave your backpacks and water bottles in one of the group bins in the Museum lobby.
- Stay with your group at all times.
- Please do not bring food or drinks into the galleries.
- Always walk (never run) in the Museum, Museum courtyard, and in front of the Museum.
- Please do not lean on exhibit displays.
- Indoor voices are the best. Remember, there may be other people coming to visit and enjoy the Museum just like you.
- Please do not touch objects or press buttons in the galleries unless instructed by the docent to do so. (We do use many hands-on objects and props.)
- Photographs are OK, but we ask that students themselves do not take photographs during their guided program. In general, visitors may take photographs in the galleries as long as no flash, lights, or tripod are used. Videotaping is not permitted. Photographs may not be reproduced, distributed, or sold without permission from the Longmont Museum.
- Please enjoy yourselves! 😊